



Luncheon Co-Sponsorship Guidelines

The Lockhart Chamber of Commerce wants to “Thank You” for considering a co-sponsorship of the Chamber Luncheon! This event offers a special opportunity to showcase your business/organization, services, and staff/volunteers to our Chamber membership, the Board of Directors, and community leaders in attendance. We created this Guideline to help you in your planning for your sponsored Luncheon and to know what to expect the day of your event.

What the Lockhart Chamber of Commerce will provide:

1. The Chamber will provide publicity for sponsoring business(es)/organization for the monthly Chamber Luncheon through emails, the Chamber website, Facebook and newsletters.
2. The Chamber will provide a list of Chamber businesses that cater for the sponsoring business(es)/organization to select from. Once you notify the Chamber of your selection, we will schedule, coordinate the details, and pay for the invoice for the meals served at the monthly Chamber Luncheon.
3. The Chamber will help answer any questions and provide support prior to the luncheon to ensure the monthly Chamber Luncheon runs smoothly.
4. The Chamber will provide Luncheon Tickets for the drawing of door prizes.
5. The Chamber staff will be present during the entire luncheon to put out signage, provide the agenda for emcees, host, sell Luncheon Tickets at \$10 per person (\$15 for Future members), clean up and lock up.
6. The Chamber will pay the cost of the rental at the Connection Center at 200 S. Blanco St.

Guidelines for Co-Sponsorships of Monthly Chamber Luncheon

1. Monthly Chamber Luncheon is held each month on the second Thursday except for the month of June due to Chisholm Trail Round-up.
2. The Chamber member must be in good standing and the sponsorship must be paid prior to the day of the luncheon.
3. The hours for the monthly Luncheon are 11:45am to 1:00pm.
4. The sponsoring business(es)/organization will each provide a minimum of 2 door prizes each.
5. The Chamber suggests that the sponsoring business(es)/organization have signage, information, such as brochures available and/or displayed on luncheon tables. These items may be used to decorate the tables.
6. It is suggested that the sponsoring business(es)/organization advertise their sponsorship of the monthly Chamber Luncheon to customers/volunteers. Your promotion of the Chamber Luncheon is essential in getting the word out about your sponsorship.
7. Each sponsoring business will have 10-15 minutes at the monthly Chamber Luncheon to promote their business/organization, products & services, and introduce their staff/volunteers.
8. The co-sponsorship investment is \$300 for each business and must be paid prior to Chamber Luncheon (this includes up to 5 Luncheon Tickets for each business/organization to be used for staff/volunteers). Additional Luncheon Tickets are \$10 each and can be billed the day of the event. Exclusive sponsorships are \$600.

Thank you again for your sponsorship! The Lockhart Chamber of Commerce will do everything we can to make the most of your sponsored Chamber Luncheon. Please don't hesitate to call the Chamber with any questions at 512-398-2818 or email staff@lockhartchamber.com.